DATA ENTRY CLERK

Expert Data Entry Clerk

📞 Phone   @ name@email.com   📍 New York, NY

SUMMARY

8+ years of experience in the technology industry. Proven ability to enter and validate data accurately and efficiently, with a focus on speed and accuracy. Expertise in a variety of data entry software and technologies. Seeking a challenging opportunity to use my skills and experience to make a significant contribution to a growing company.

EXPERIENCE

Data Entry Specialist
Shopify

2022 - Present

New York, NY

- Efficiently entered and managed product data for an average of 500 new products per week, ensuring accurate and up-to-date information in the Shopify database.
- Conducted data quality checks and resolved discrepancies, resulting in a 99% accuracy rate and minimizing errors in product listings.
- Collaborated with cross-functional teams, including inventory management and marketing, to ensure timely and accurate updates to product information and pricing.
- Created and managed product categories and tags, improving searchability and navigation for customers, leading to a 25% increase in product discoverability.
- Generated weekly and monthly reports on data entry performance and accuracy, providing insights for process improvements and achieving a 10% increase in data entry efficiency.
- Assisted in the onboarding and training of new data entry clerks, ensuring consistent quality standards and efficient workflow.

Data Entry Clerk
Forbes

2018 - 2021

San Francisco, CA

- Entered and validated over 1 million data points into the company's database, with an accuracy rate of 99.9%.
- Reduced the time it takes to enter data by 20% by implementing a new data entry process.
- Identified and corrected over 10,000 errors in the company's database, saving the company $100,000.

Data Entry Clerk
Discord

2016 - 2018

Chicago, IL

- Efficiently entered and managed user data for an average of 1000 new users per day, ensuring accurate and up-to-date information in the Discord database.
- Conducted data quality checks and resolved discrepancies, resulting in a 98% accuracy rate and minimizing errors in user profiles.
- Collaborated with cross-functional teams, including customer support and community management, to ensure timely and accurate updates to user information and permissions.
- Assisted in the implementation of automated data entry processes, resulting in a 40% increase in productivity and a 30% reduction in data entry errors.
- Generated weekly and monthly reports on data entry performance and accuracy, providing insights for process improvements and achieving a 15% increase in data entry efficiency.

STRENGTHS

⭐ **Detail-Oriented**
Thoroughly reviewed and verified over 5,000 contact information entries, resulting in a 99% accuracy rate.

🏅 **Fast Learner**
Adapted to new database software within 1 week, resulting in a 50% decrease in data inputting time.

SKILLS

Data Entry · Microsoft Excel · Web Scraping · Database Management · Typing · Attention to Detail

EDUCATION

Bachelor of Science in Computer Science
University of Calabria
2012 - 2016